

GRAPE CRUSH INQUIRY EXCEL WORKBOOK INSTRUCTIONS

The Grape Crush and Purchase Inquiry is available November 22, 2005 to download from our web page in a "spreadsheet" format. We have created it in a Microsoft Excel 2002 Version 10.6 workbook file. You will need this or a more recent version of Excel to use this workbook. The instructions for entering your data into this workbook are essentially the same as for the traditional paper version, which is included in this packet. These instructions are to inform you of how to: 1) get a copy of this workbook, 2) complete this workbook when it differs with the paper version, and 3) send your completed workbook back to the Agricultural Statistics Branch. If you have any questions about the workbook, please call Jennifer Van Court at 1-800-851-1127.

Step 1 Getting Started

Familiarize yourself with the Grape Crush and Purchase Inquiry packet that was mailed to your firm. Read the instructions for completing the paper version of this form. Please read and answer the questions on the certification page of the GRAPE CRUSH AND PURCHASE INQUIRY 2005 CROP form:

1. Did you crush any grapes (at your facility) in 2005? ☐ Yes or ☐ No
2. Did you purchase any grapes in 2005? ☐ Yes or ☐ No

If yes to either question, you must complete and return this report.

If no to both questions, please complete and return the "Certification of No Purchasing or Crushing in 2005" (yellow) card — you do not have to complete this report.

Step 2 Downloading

On the Internet, open the USDA, NASS, California Field Office web site at www.nass.usda.gov/ca/. Click on the **Grape Crush Workbook** link. Determine how much room you need for entering your data and then select from the four workbook sizes: **100, 300, 500, or 1500 Data Page Lines**. Click to download your workbook choice.

Step 3 Unpacking

The workbook is downloaded as a self-extracting file: GrapeCrushInquiry.EXE. When the download is finished, execute this file to put the workbook into a folder of your choosing. The default workbook name is GrapeCrushInquiry.XLS.

Step 4 Identification

This workbook contains fourteen worksheets: Introduction; Table of Contents; Data Page; Questions 1, 1a, and 1b; Question 1c; Question 2; Question 3; Question 4; Section A; Section B; Assessment Totals; Assessment 1B; Table 10; and Varieties. In the Introduction worksheet, please enter your 9-digit ID, name of your firm, date, preparer/contact name, telephone number, and e-mail address. Then answer the two screening questions again (Step 1). (Your 9-digit ID is on your mailing label on your grape crush packet.)

Step 5 Entering Data

If you are using this workbook only for calculating the part of your Pierce's Disease Assessment for grapes not purchased, and not for submitting all of your data, go to the Assessment 1B worksheet; otherwise, go to the Data Page and begin completing your data. The worksheets are listed below in the order you would most likely enter your data, which is the same order as the Table of Contents.

General Note: *The sheets in this workbook are protected to prevent accidental damage to the formulas. You may type your data within the white boxes on these worksheets. If you type in any other cell or box, a warning will display stating that what you have just typed will not be accepted. The work book will not allow you to insert or to delete lines—neither will it allow you to add or remove sheets. If more lines are needed, please download a larger workbook.*

Below are some general guidelines in the use of the cut, copy, and paste features for this workbook. Following these guidelines will preserve this workbook's features and formulas.

- ▶ Never cut — If you need to delete entries, highlight the information you want to erase and press the delete key.
- ▶ Copying cells is always okay.
- ▶ Paste instructions — Use the "Paste Special" feature under "Edit," then select "Value," when moving information from one location to another. **Never** do a simple paste.

Data Page Follow the instructions for the paper version of the Data Page. The only differences with the Data Page worksheet are that 1) a *Special Notes* column is added on the left, 2) a *Purchased Grapes Calculated Value* column is added on the right, and 3) the total tonnages will automatically sum for you. The *Special Notes* column is for you and us to stay organized. You may follow the suggested notes or make up your own. Use the note's column or not as you wish. The *Calculated Value* column is for display only. This column is used in the Pierce's Disease Assessment of purchased grapes.

Questions 1,

1a, and 1b This worksheet is the same as the paper version. Follow instructions for the paper version. The tonnages will automatically sum for you.

Question 1c Follow the instructions for the paper version. There is one additional column on the right that is not on the paper version: *Will these repurchased grapes be crushed by another processor?* If the answer is yes for the grapes entered on that line, enter the value 1 into this far right column; otherwise, leave it blank. Enter no other character other than the numeral 1 into this column. The tonnages will automatically sum for you.

Question 2 Follow the instructions for the paper version. There is one additional column on the right that is not on the paper version: *Was tonnage REPURCHASED by you?* If the answer is yes for the grapes entered on that line, enter the value 1 into this column; otherwise, leave it blank. Enter no other character other than the numeral 1 into this column. The column titled "Was tonnage PURCHASED by you from grower(s)?" should be answered similarly: enter a numeral 1 or leave it blank. The tonnages will automatically sum for you.

Question 3 This worksheet is the same as the paper version. Follow the instructions for the paper version. The tonnages will automatically sum for you.

Question 4 This worksheet is the same as the paper version. Follow the instructions for the paper version. The tonnages will automatically sum for you.

Section A The object of Section A is to help you determine if the Data Page is completed correctly. Complete the white cells as needed. The yellow cells are the sums from Questions 1b, 1c, 2, 3, or 4. For Lines 1 through 9, the yellow cells and values you enter are summed for you into Line 10. The Grand Total Line 10 values for *Tons Crushed*, *All Purchased Tons*, and *Non-related Purchased Tons* should equal the like-labeled totals from the Data Page. Line 11 (concentrate production) stands alone and is not summed.

Section B This worksheet is completed for you. It sums the tonnages by district as entered into the Data Page. Examine the district tonnages for errors. If all are correct, the tonnages displayed in rows Grand Total Tons Section A, Grand Total Tons Section B, and Data Page Totals should be the same. If not, check that Section A is completed correctly and that the districts are entered correctly in the Data Page worksheet.

Assessment Totals This worksheet displays Assessment calculations made in the other worksheets. These calculations are displayed in the yellow cells. The only thing you need to enter is your answer to the late crush question at the bottom of the Assessment Totals worksheet. If you grew your own grapes (whether you crushed them or had them custom crushed) or you crushed for growers (Question 4), you will need to go to the Assessment 1B worksheet to calculate the Pierce's Disease Assessment for grapes not purchased.

Assessment 1B This worksheet calculates the Pierce's Disease Assessment for grapes not purchased. It can stand alone and be used to calculate this part of your Assessment without completing any other part of this workbook. As you type the *District*, *Variety*, and *Tons Crushed*, a running total of the value of the grapes not purchased is calculated for you. (You must spell the variety as it appears in the Varieties worksheet to correctly calculate this Assessment.) The previous year's value is selected for you from Table 10 of the Final Grape Crush Report 2004 Crop (with errata updates). There are four ways this worksheet uses to select a value from Table 10. For each district and variety, the value from the intersecting cell of the variety row and district column may be greater than zero or just zero. Also, you may have a variety to assess which is not even listed in Table 10. The four examples, in order of precedence, are as follows:

- 1) The Table 10 variety–district cell is greater than zero. The worksheet will plug this value in for you. For example, Zinfandel in District 16 has a Table 10 value of \$963.99.
- 2) The Table 10 variety–district cell equals zero. Sometimes the value in the intersecting cell will be zero. In this case, look across all districts for this variety and select the lowest district value. For example, District 11 for the Mission variety is zero, the worksheet will plug in a value of \$175.00 for you (the minimum value for Mission over the 17 districts).
- 3) The variety is listed in Table 10, but all district values for this variety are zero. In this case, use the 2004 State Total for the type of grape (raisin, table, red-wine, white-wine). For example, variety Graciano has no 2004 values. It is a red-wine grape, so the worksheet uses the 2004 State Total (column) for Total Red (row), \$628.84, for all districts.
- 4) The variety is not listed in Table 10. Use the same method as in example three above: the 2004 State Total for the type of grape (raisin, table, red-wine, white-wine). For example, the variety Tinta Barroca is not listed in Table 10. It is a red-wine grape, so the worksheet will use the 2004 State Total for Total Red, \$628.84, for all districts.

When you are finished entering data into the Assessment 1B worksheet, verify that the total tons crushed in cell "E6" matches the number in cell "E5" (pulled from the "Section A" worksheet). Then go back to the Assessment Totals worksheet to see the calculation for this part of your Pierce's disease assessment.

NOTE: If you have used this workbook to report all of your crush and purchase data, your Assessment calculations in the Assessment Totals worksheet are complete and the Total Grape Assessment value displayed is the total amount you should remit to pay your Assessment.

NOTE: If you have only used the Assessment 1B worksheet to calculate the Pierce's Disease Assessment for grapes not purchased, then the value in the Total Grape Assessment cell in the Assessment Totals worksheet is *really not your total Assessment*. In this later case, transfer the total value and Assessment amount for Grapes Not Purchased to your paper copy of the Assessments, Report #1 and finish calculating your Assessment: the sum of Pierce's Assessments for grapes purchased, plus that for grapes not purchased, plus the grape crush/acreage Assessment.

Table 10 This worksheet is a copy of Table 10 from the Final Grape Crush Report 2004 Crop (with errata updates) for your reference.

Varieties This worksheet is a reference list of grape varieties that this workbook is set up to process. It shows the way we spell the varieties, the type of grape, comments about alias varieties, and our processing codes for each variety.

Step 6 Finishing Up

- ▶ Check that you have entered the requested information into the Introduction worksheet.
- ▶ Check that you have entered the purchase price of grapes purchased in BOTH columns 8 and 16 on the Data Page. The prices in Column 16 are used to calculate the Pierce's Disease Assessment.
- ▶ Check that the Sections A and B worksheet totals agree with the Data Page worksheet totals.
- ▶ Transfer your assessment totals to the (pink) assessment form and sign the form.
- ▶ Note the "Total Grape Assessment" from the Assessment Totals worksheet. You will remit one check for this amount.
- ▶ Complete and sign the blue certification form.
- ▶ Mail the completed blue certification form, your pink assessment form, and your assessment check to us using the enclosed addressed envelope.
- ▶ Write-protect your copy of the finished workbook (GrapeCrushInquiry.XLS) to ensure that, if future consultation is needed with you, your copy of your data will match with our copy of your data. (Consider printing all the worksheets in this workbook for your records.)
- ▶ Attach your completed Excel workbook file (GrapeCrushInquiry.XLS) to an e-mail message and send it to nass-gcrush@nass.usda.gov. Please include your e-mail address in all correspondence to our office for verification.

CHECK LIST

- ▶ Did you crush grapes (at your facility) or purchase grapes in 2005?

NO — Sign and return the (yellow) "Certification of No Purchasing or Crushing in 2005" card.
YES — Complete the Grape Crush Report.
- ▶ Did you include your 9-digit ID and contact information in the spreadsheet and on any additional forms you may be sending back to us?
- ▶ If you used the workbook, did you e-mail it back to us at nass-gcrush@nass.usda.gov?
- ▶ Did you transfer your Assessment information to the (pink) Assessment form?
- ▶ Did you attach your check to the (pink) Assessment form?
- ▶ Did you sign the (blue) electronic version of the "Certification" sheet?

CONFIRMATION

When we receive your finished workbook, we will send an e-mail to you confirming its receipt. Full compliance is met when we receive your finished workbook, your blue certification form, your assessment form, and your assessment check.